



NASA/WVU IV&V Facility Policies and Procedures

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IN-PROCESSING PROCEDURE FOR NEW EMPLOYEES

The purpose of this document is to establish and maintain a documented procedure for In-Processing New Employees to the NASA IV&V Facility.

This procedure applies to all personnel beginning work at the NASA IV&V Facility or personnel accessing computer resources of the NASA IV&V Facility (either on-site or remotely).

Procedure for United States (US) Citizens, Foreign Nationals, or Resident Aliens

Note: All parts of this procedure should be completed at least 5 business days prior to the New Employee arriving at the NASA IV&V Facility. Delays will occur if this procedure is not initiated in a timely fashion.

Note: Foreign Nationals or Resident Aliens could take up to 90 calendar days to process before they can be granted clearance. It is highly suggested that the process be initiated at least three months in advance.

1. If the New Employee is a Foreign National or Resident Alien, the Employer shall contact the NASA IV&V Facility O&M Manager for additional instructions to the In-Processing Procedure.
2. The Employer shall download a copy of the Form 180-01E, NASA IV&V In-Processing Form, from the IV&V Facility's Web Site at:
 - <http://www.ivv.nasa.gov/foremployees/documents/inprocessing.php>
3. The Employer shall provide to the New Employee an electronic copy of the Form 180-01E, NASA IV&V In-Processing Form, and have them complete only "Part 1" of the form. **Note: ALL FIELDS MUST BE COMPLETED! IF ANY FIELD IS LEFT BLANK, THE FORM WILL BE REJECTED!**
4. The New Employee shall provide to their Employer the completed electronic copy of the Form 180-01E, NASA IV&V In-Processing Form.
5. The Employer shall complete only "Part 2" of the form. **Note: ALL FIELDS MUST BE COMPLETED! IF ANY FIELD IS LEFT BLANK, THE FORM WILL BE REJECTED!**
6. The Employer shall provide both the completed electronic copy and a hard-copy of the form to the NASA IV&V Facility O&M Manager.

Direct any questions regarding this policy / procedure to the NASA IV&V Facility O&M Manager